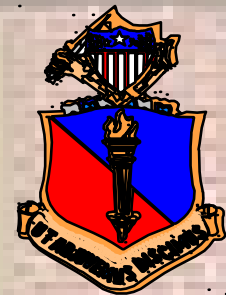


# AG-CCC-RC Phase 1

**How to successfully access the Reimer Digital Library distributed learning for Phase 1, take the exam, and download the Read Ahead material**



United States Army  
**SOLDIER SUPPORT  
INSTITUTE**



Fort Jackson, SC

LTC V. Swank, TIFO (Reserve Liaison) 803-751-8510 [victoria.swank@jackson.army.mil](mailto:victoria.swank@jackson.army.mil)

Use **Internet Explorer** only. Netscape does not work for many of the applications. Logon to AKO and select **My Training** which is on the left under **Self-Service**. Then select **Soldier's Training Home Page** (web site - <http://www.train.army.mil/>)

The screenshot shows the AKO portal interface. The left sidebar contains a 'Self-Service' section with a red box around 'My Training'. The main content area has a yellow header with navigation links: Home, KOC, Inside AKO, MyPAGE1, and a search bar. Below the header, the 'Home' link is selected, leading to 'My Training'. A black arrow points from the 'My Training' link in the sidebar to the 'Soldier's Training Home Page' link in the main content area. The main content area displays 'Training Knowledge On-Line' with a welcome message and a link to the 'Soldier's Training Home Page'. Other sections include 'My Training Center' and 'My Training News and Notes'.

**AKO Services**

- AKO IM
- AKO Chat
- AKO Mail (forward)
- AKO Discussions
- White Pages
- Reference
- User Guide
- Feedback
- Community Map
- My Communities

**My Account**

- My Account
- My Email Options
- Change Password
- Sponsor Mgmt

**Self-Service**

- My Personnel
- My Benefits
- My Finance
- My Medical
- My Education
- My Training**
- Army Libraries
- My Travel
- My Legal

**+Army Communities**

- +Special Staff/FOA
- +Components
- +MACOMS

**Home** → **My Training** [Send Link]

**This community has no subordinate communities**

**Training Knowledge On-Line**

JUST RELEASED! Welcome to the Soldier's Training Homepage which provides you access, through the internet, to a wealth of training information, documents and products while you're at home, working in the unit, or attending initial entry or professional development training at our Army schools and institutions. For enlisted soldiers, you can tailor your homepage as a "rucksack" adding those tasks that you access frequently. You can also view your career map and track your progress towards achieving the next rank (SGT, SSG) with our promotion point worksheet. Access is easy using your AKO userid and password and if you previously had a Reimer Digital Library (RDL) account, you can migrate it to our new system with the click of a button.

- [Soldier's Training Home Page](#)

**My Training Center**

Welcome to the Training Center access link. Although this is in development and testing right now, in the near future service members and Army civilians will have access to training courseware, information, documents and products while you're at home, working in the unit, or attending training at our Army schools and institutions through AKO. It will be the access point for both individuals and training leaders. If you are in training - come to the Training Center!

- [Visit Your Training Center](#)  
Access is authorized for testers only at this time.

**My Training News and Notes**

- Welcome to the My Training AKO Portal Page.
- This page is administered by the Distributed Learning System PM Office and the TRADOC Program Integration Office for Distributed Learning.

**Welcome to Training**

**General Kevin P. Byrnes, Commanding General, Training and Doctrine Command :**

Distributed Learning gives us the best of the best, because it links virtual with live training, and provides an important means of taking training and education to soldiers and units anywhere, any time.

**My Training Links**

- [Training and Doctrine Command](#) - Visit TRADOC
- [The Army Distributed Learning Program - TRADOC](#) - Visit TADLP
- [Visit the Army Training Support Center](#) - ATSC Home page
- [US Army Forces Command](#) - Visit FORSCOM
- [Army National Guard Distributed Training](#) - Visit Army National Guard
- [US Army Reserve](#) - Visit the US Army Reserve
- [PM DLS](#) - Website for Program Manager- Distributed Learning System

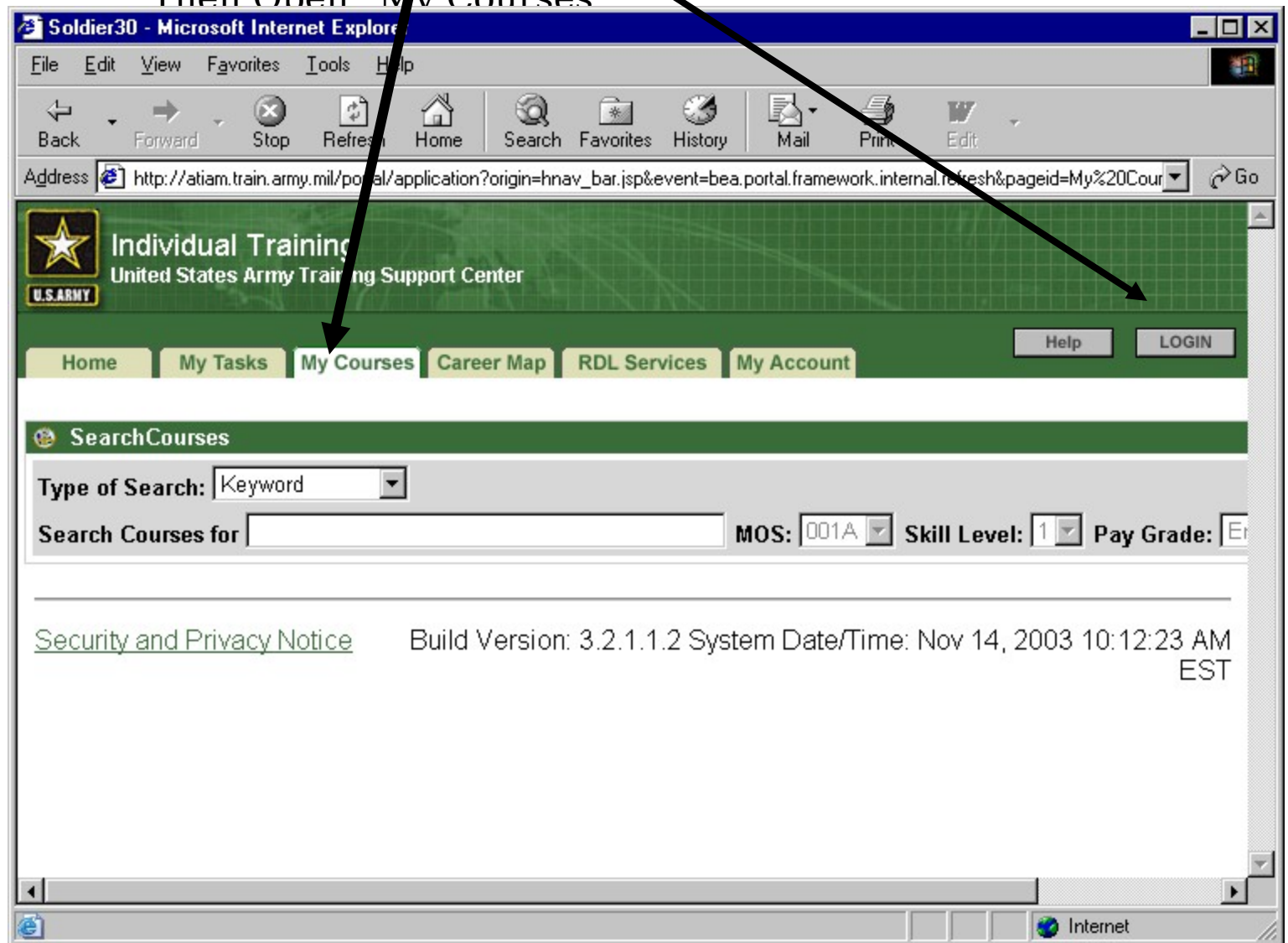
**ATRRS Online**

**ATRRS Online:**

ATRRS (Army Training Requirements and Resources System) Online offers personnel the ability to view their official military and civilian training records online.

**On the next page click on the button to go to your Training Homepage**

- Press LOGIN (use AKO USERID and password)
- Then Open “My Courses”



- Select “My Active Enrollments.”
- Press 805CA1304.

Soldier30 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail W Wordpad

Address http://atiam.train.army.mil/portal/application?origin=mycourses.jsp&event=bea.portal.framework.internal.portlet.event&pageid=My%2 Go

Home My Tasks My Courses Career Map RDL Services My Account ASK-ATSC LOGOUT

SearchCourses

Type of Search: Keyword

Search Courses for

My Courses

My Courses Home My Active Enrollments My Historical Enrollments

Active Enrollments

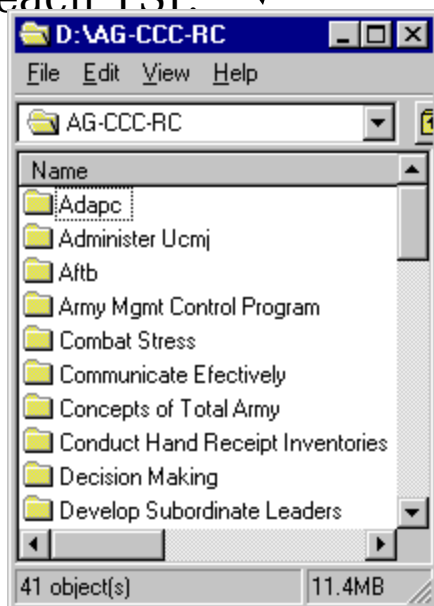
AIPD Code	Title	CH Earned	Enrolled
<a href="#">805CA1304</a>	ADJUTANT GENERAL CAPTAINS CAREER - RC	0	14/NOV/2003

Module	Ed.	Phase	Title	Grade	Graded	CH	Issued	Status	Doc Type	Exam Type	Exam
<a href="#">AG1090</a>	A	1	AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY			0	14/NOV/2003	Issued	On-Line	No Exam	
AG1088	A	1	AG CAPTAINS CAREER COURSE COMMON CORE			0	14/NOV/2003	Issued	No Material	On-Line	<a href="#">Exam</a>

Internet

- Then scroll down to AG1090 -- this is the phase 1 courseware.  
(The AG1088 is the phase 1 final exam)

Before downloading, make a new folder in your computer called something like "AG-CCC-RC" to store these files and create subfolders for each TSP.



Scroll down to the Phase 1 TSPs.  
Then press the first TSP.

TATS Adjutant General Captain's Career Course (AGCCC) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <http://atiam.train.army.mil/portal/atia/adlsc/view/public/298914-1/tats/7-12-c23d1p1/> Go Links

Phase 1 Training Support Package (TSP) materials listed below may be in more than one format, for example: Microsoft Word (DOC), Microsoft Power Point (PPT), Adobe Portable Document Format (PDF), and Moving Picture Expert Group (MPEG). Necessary viewers are available from the RDL "[Download Viewers](#)" site.

**Phase 1 TSPs.** Click on the hot-linked TSP Number.

Integrate NBC	<a href="#">031-C-7000</a>
Supv Supply Opns	<a href="#">101-Y-0003</a>
Conduct Hand Receipt Inventories	<a href="#">101-Y-0004</a>
Direct Maintenance	<a href="#">091-A-0006</a>
Supv Personnel Admin Functions	<a href="#">121-A-8020</a>
Unit Finance Readiness	<a href="#">121-B-1497</a>
Decision Making	<a href="#">158-C-1331</a>
Communicate Effectively	<a href="#">158-D-1340</a>
Unit Counseling	<a href="#">158-E-1361</a>
Unit Cohesion	<a href="#">158-I-1372</a>
Positive Command Climate	<a href="#">158-J-1332</a>
Develop Subordinate Leaders	<a href="#">158-I-1373</a>

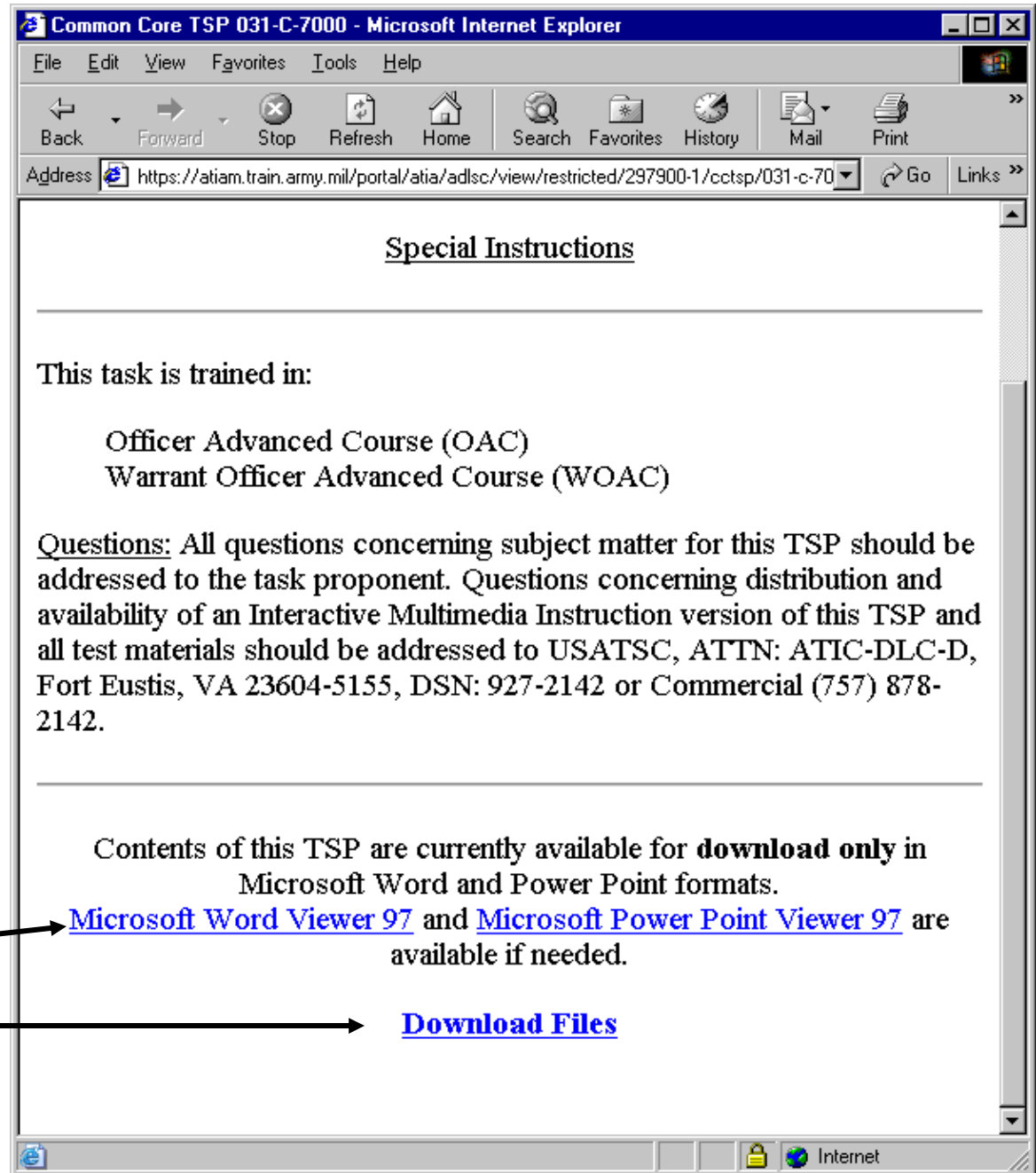
Internet

1. Download the files.

2. If you do not have Microsoft Word or Power Point on your computer, you will need to go to Microsoft to download the viewers. The next few screens show how to do that.

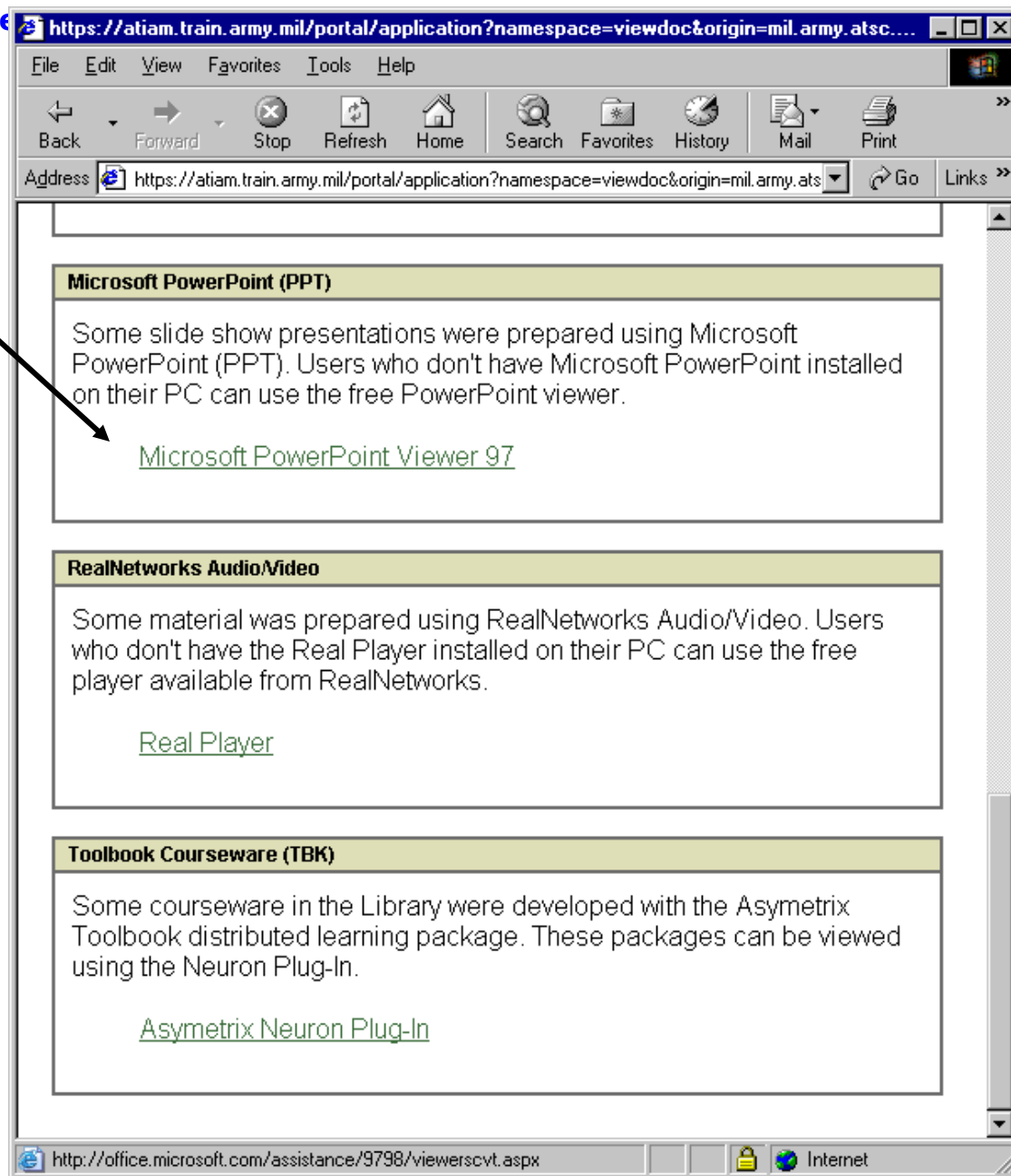
If you need to load the viewers, press Microsoft Word Viewer 97. This will take you to the web where you can download everything.

(Step 2)  
Step 1



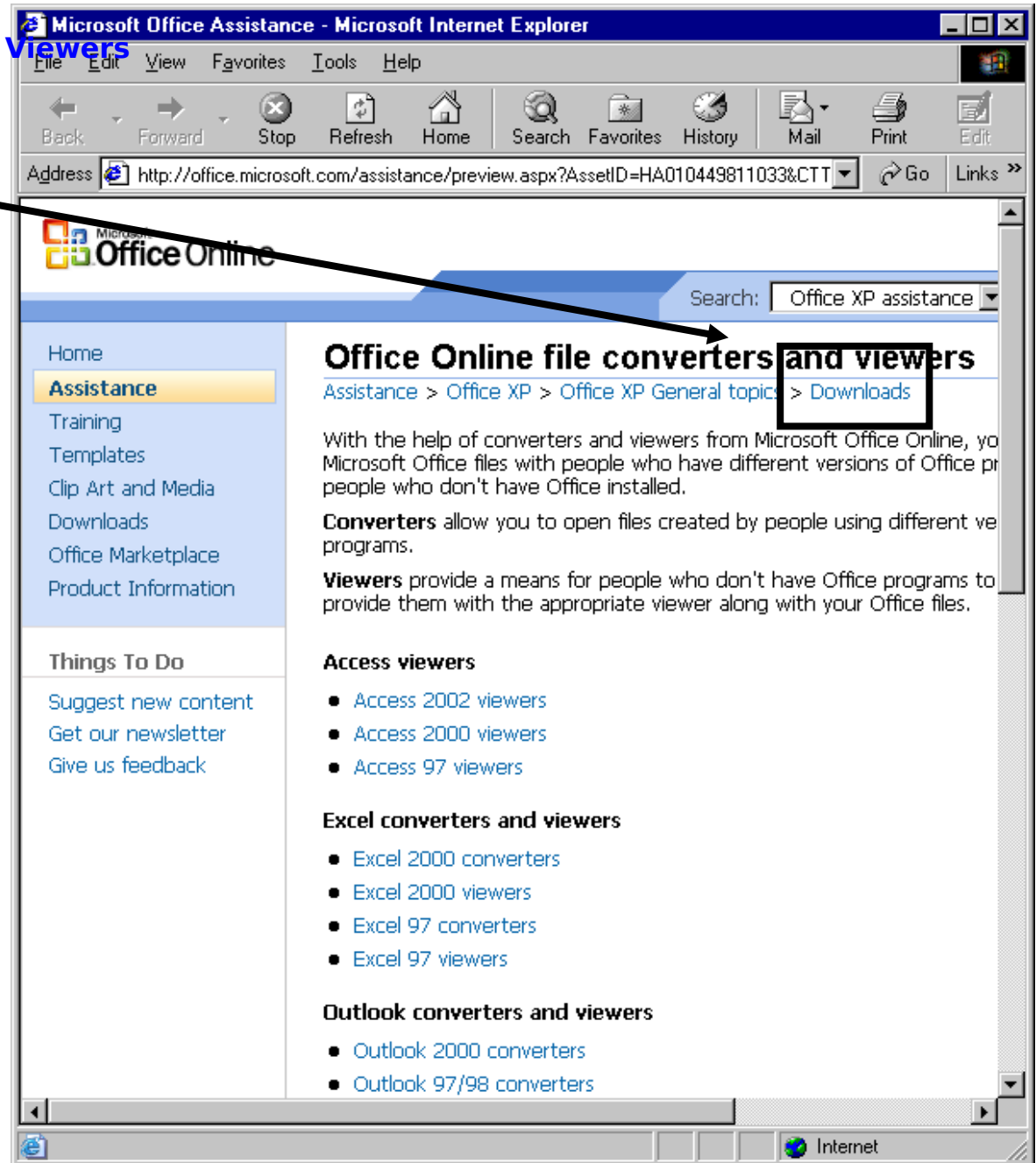
## Loading Microsoft Viewer 97 again

Press Microsoft Word Viewer 97 again



## Loading Microsoft Viewers

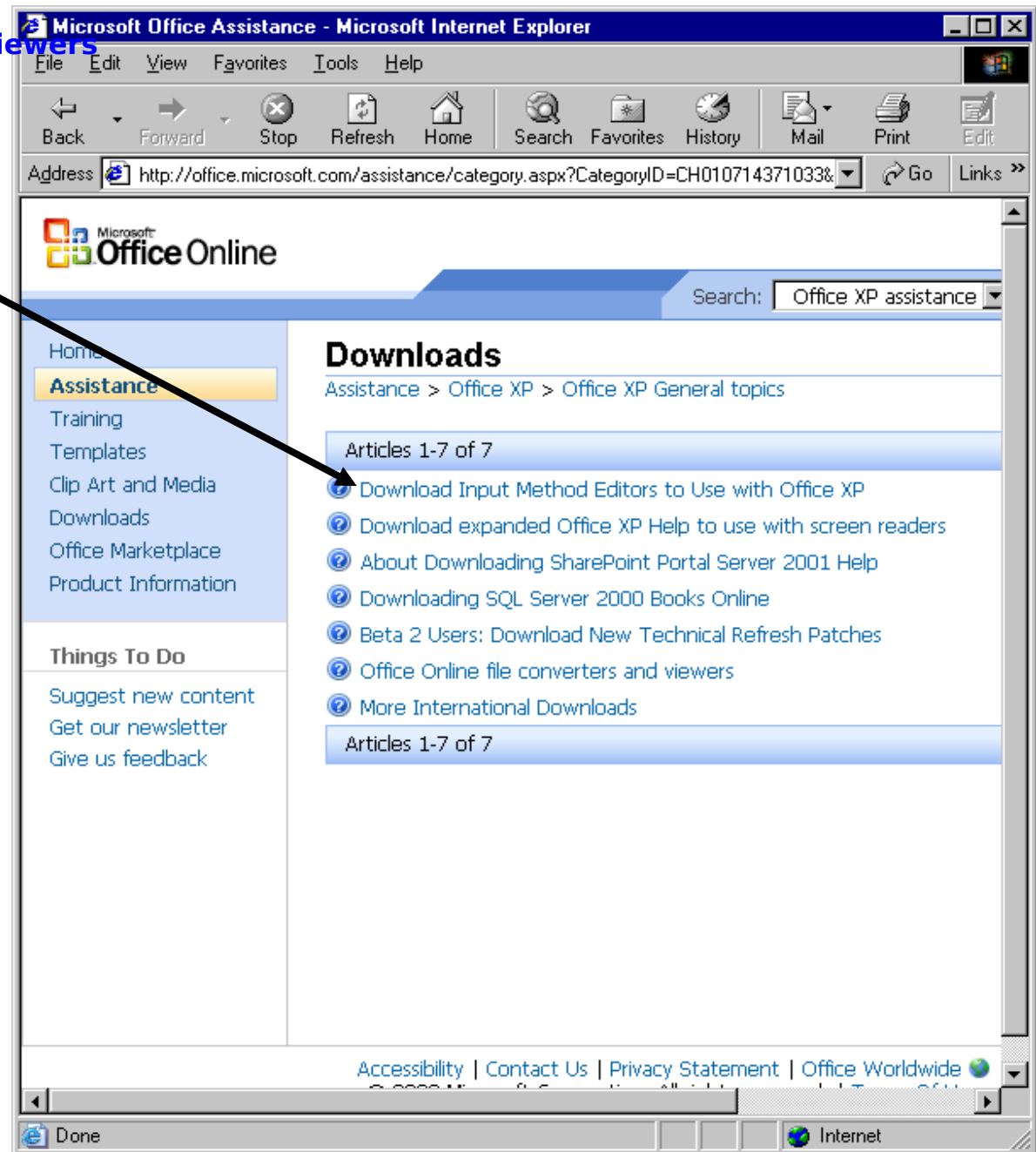
Press downloads.





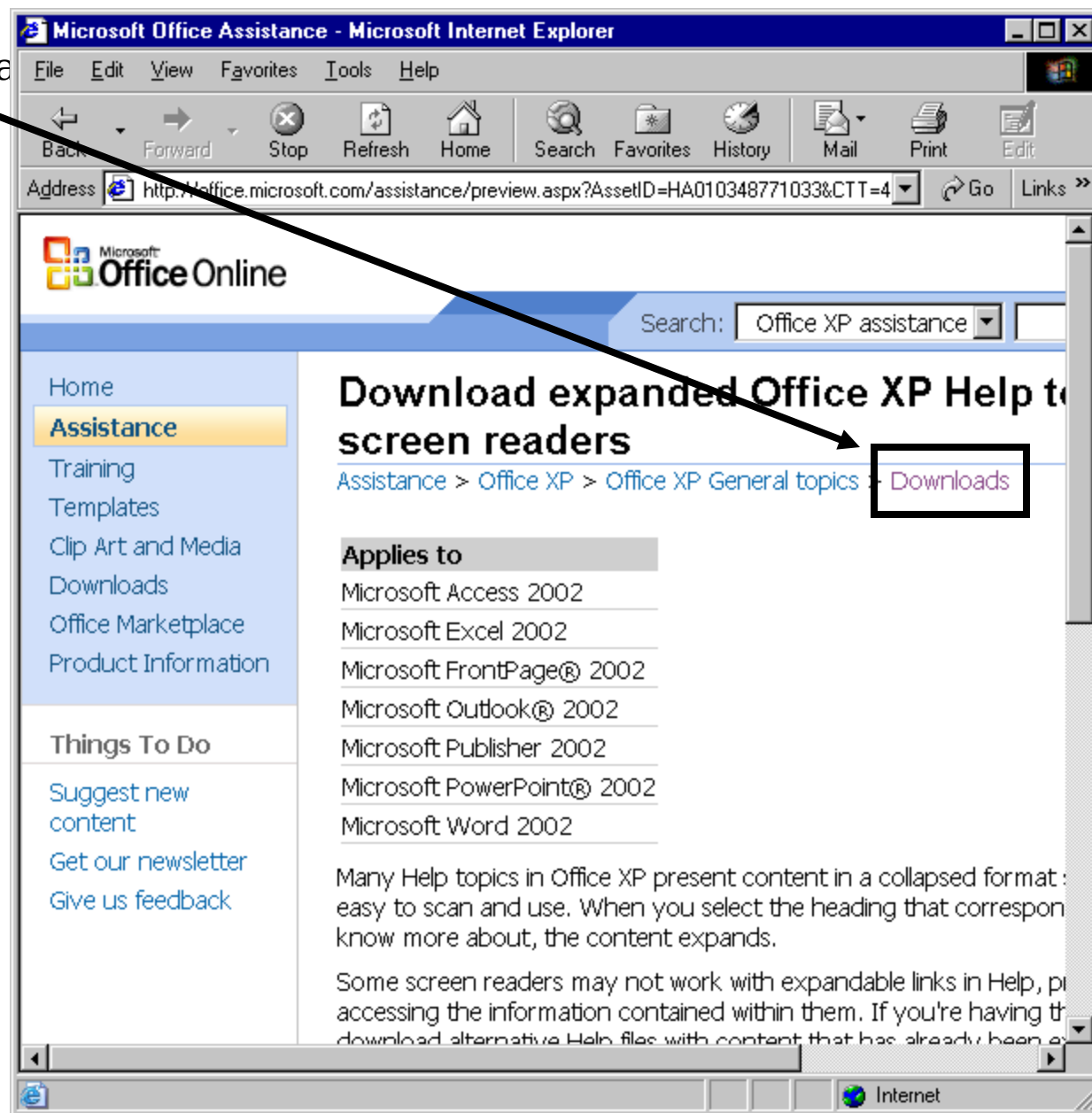
## Loading Microsoft Viewers

Press the first download.



## Loading Microsoft Viewers

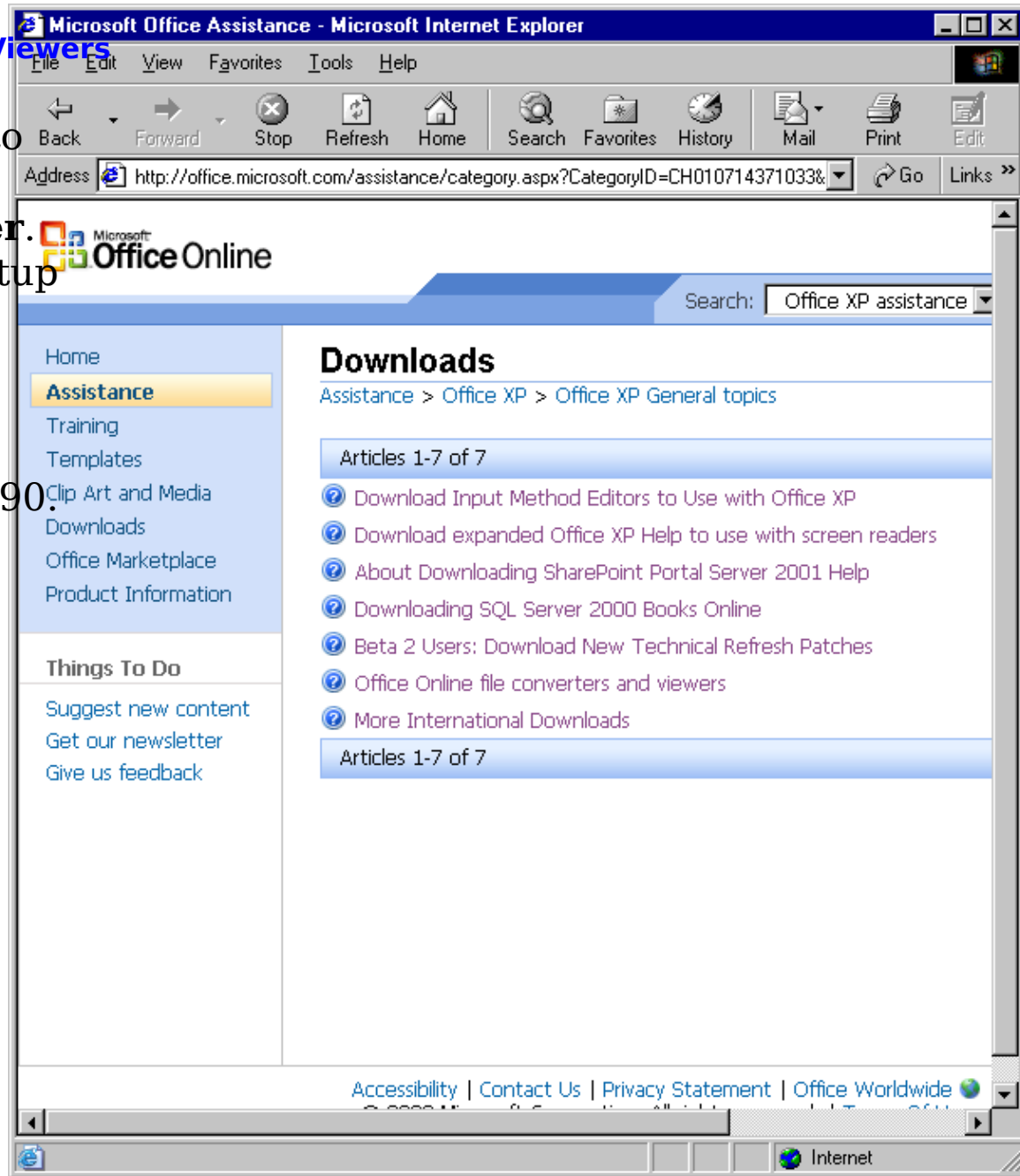
Press downloads again



## Loading Microsoft Viewers

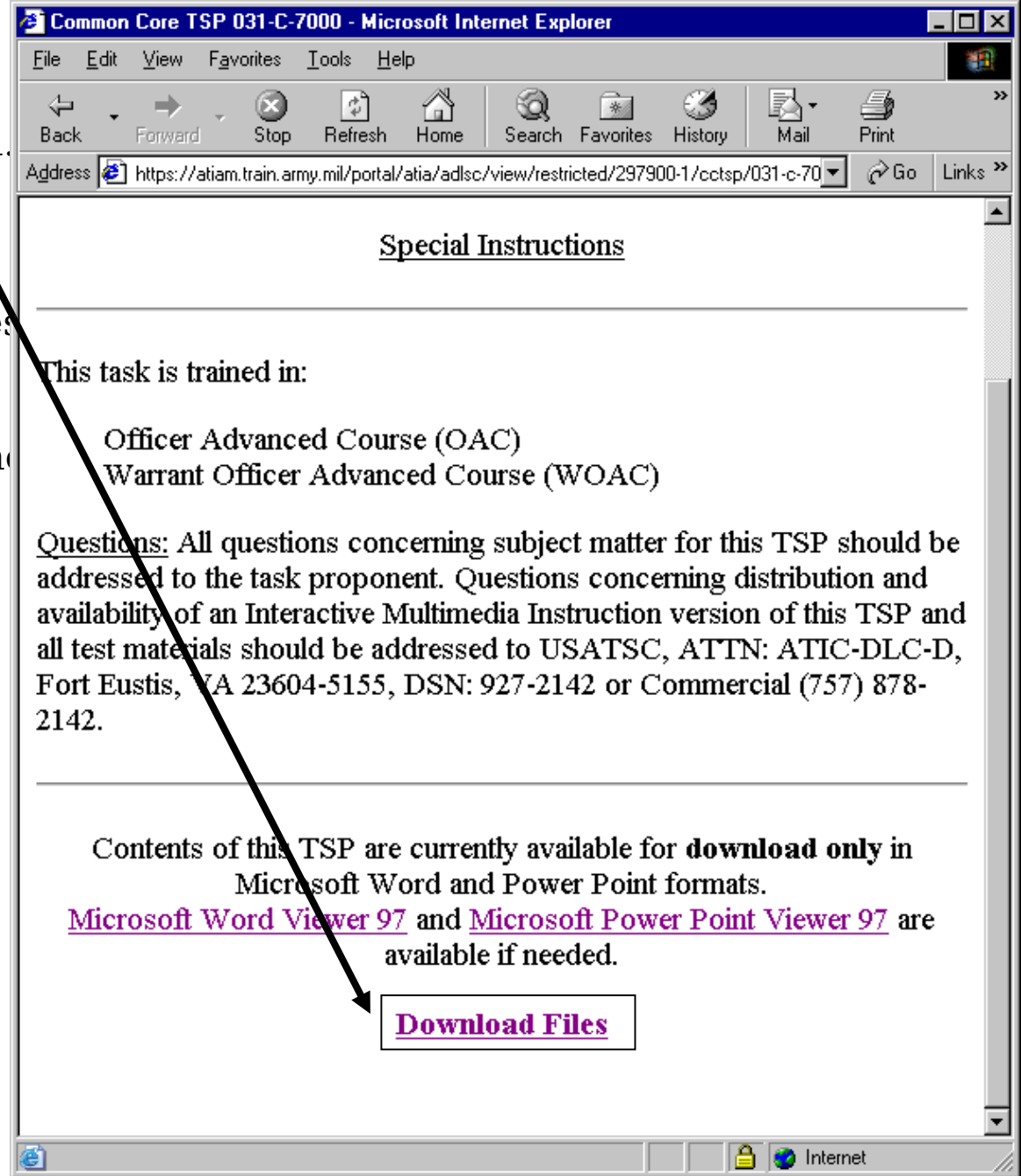
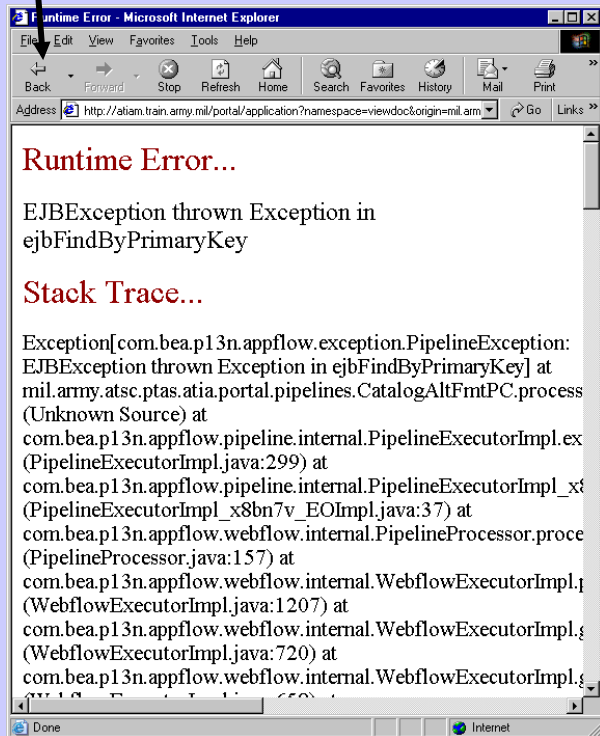
If you are not sure what to download, just take all of them **one after the other**. You may need to run a setup on your hard drive.

Then close all screens until you are back at the option to download AG1090.



Press Download Files again.

CAUTION: Sometimes you will get "runtime errors...." Press the "back" arrow, press Download Files again, and again, and again .... Be persistent. Finally the no screen will appear.



Right click each topic and save it to your AG-CCC-RC subfile. Do this for all sub courses. *You could read the material on line if you prefer or print it.*

When you are done downloading, close this file. Go back and press AG1090 again to get the next TSP. Do this for each separate TSP.

The screenshot shows a web browser window with the address bar displaying <http://atiam.train.army.mil/portal/application?namespace=viewdoc&origin=mil.army.atsc.pt...>. The browser's address bar and navigation buttons (Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print) are visible. The main content area displays a 'Table of Contents' and 'Information' section. It states: 'The RDL supports several different file download formats. If you are uncertain how to download a file or what viewer is needed, consult the [Download Instructions](#).' Below this, it lists available formats for '031-C-7000':

- MS Word**
  - [031-503-7000 Task Summary \(35 KB\)](#)
  - [Common Core TSP 031-C-7000 \(108 KB\)](#)
  - [Common Core TSP 031-C-7000 Handout \(28 KB\)](#)
- MS Powerpoint**
  - [Common Core TSP 031-C-7000 Visuals \(84 KB\)](#)

A 'Save As' dialog box is open in the foreground, showing the file name '031-503-7000ts.doc' and the save location 'Nbc'. The 'File name' field contains '031-503-7000ts.doc' and the 'Save as type' is set to 'Microsoft Word Document'. The 'Save' button is highlighted. In the background, a 'My Courses' table is visible, showing a list of courses with columns for 'AIPD Code', 'Title', 'Module', 'Ed.', and 'Phase'. The course 'AG1090' is highlighted.

AIPD Code	Title	Module	Ed.	Phase
805CA1304	ADJUTANT GENERAL C			
AG1088	A	1	A	C
AG1090	A	1	A	C

Now download, read, or print the next sub course just like before.

TATS Adjutant General Captain's Career Course (AGCCC) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <http://atiam.train.army.mil/portal/atia/adlsc/view/public/298914-1/tats/7-12-c23dlp1/> Go Links

Phase 1 Training Support Package (TSP) materials listed below may be in more than one format, for example: Microsoft Word (DOC), Microsoft Power Point (PPT), Adobe Portable Document Format (PDF), and Moving Picture Expert Group (MPEG). Necessary viewers are available from the RDL "[Download Viewers](#)" site.

**Phase 1 TSPs.** Click on the hot-linked TSP Number.

Integrate NBC	<a href="#">031-C-7000</a>
Supv Supply Opns	<a href="#">101-Y-0003</a>
Conduct Hand Receipt Inventories	<a href="#">101-Y-0004</a>
Direct Maintenance	<a href="#">091-A-0006</a>
Supv Personnel Admin Functions	<a href="#">121-A-8020</a>
Unit Finance Readiness	<a href="#">121-B-1497</a>
Decision Making	<a href="#">158-C-1331</a>
Communicate Effectively	<a href="#">158-D-1340</a>
Unit Counseling	<a href="#">158-E-1361</a>
Unit Cohesion	<a href="#">158-I-1372</a>
Positive Command Climate	<a href="#">158-J-1332</a>
Develop Subordinate Leaders	<a href="#">158-I-1373</a>

Internet

## Taking the EXAM

After you complete the instructional material, take the **exam**. Scroll all the way over to the right and click the exam button.

U.S. ARMY

Home My Tasks My Courses Career Map RDL Services My Account ASK-ATSC LOGOUT

**SearchCourses**

Type of Search: Keyword

Search Courses for  MOS: COM Skill Level: 3 Pay Grade: Officer Search

**My Courses**

My Courses Home My Active Enrollments My Historical Enrollments

**Active Enrollments**

AIPD Code	Title	CH Earned	Enrolled
805CA1304	ADJUTANT GENERAL CAPTAINS CAREER - RC	0	14/NOV/2003

Module	Ed.	Phase	Title	Grade	Graded	CH	Issued	Status	Doc Type	Exam Type	Exam
AG1090	A	1	AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY			0	14/NOV/2003	Issued	On-Line	No Exam	
AG1088	A	1	AG CAPTAINS CAREER COURSE COMMON CORE			0	14/NOV/2003	Issued	No Material	On-Line	<a href="#">Exam</a>

Security and Privacy Notice Build Version: 3.2.1.1.13 System Date/Time: Jul 20, 2004 2:18:04 PM EDT

If you cannot get to the **exam** on this website, then use the following:  
[https://www.aimsrdl.atsc.army.mil/secured/accp\\_top.htm](https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm)



Use this website to access the **exam** if you cannot get to it as per the previous **slide**. To access the exam, enter your USER-ID and PASSWORD, if you have one, otherwise press register and create your own USER-ID and PASSWORD.

*Your new  
USER-ID  
and  
PASSWORD  
will be  
effective  
immediately*

The Army Distance Learning Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address [https://www.aimsrdl.atsc.army.mil/secured/accp\\_top.htm](https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm) Go

**ARMY DISTANCE LEARNING**  
Training to Win

Administered By The Army Institute For Professional Development - Fort Eustis, VA.

HOME CATALOG NEWS PHONES OVERVIEW COURSE  
FORGOT YOUR USER-ID / PASSWORD? SUBCOURSE

**Sign In:**

USER-ID

PASSWORD

SIGN IN

**NOTE:**  
If you do not have a USER-ID and PASSWORD, register to access The Army Distance Learning Program.

REGISTER

Register On-Line to access The Army Distance Learning Program (TADLP)

**Alternate Exam Site**




**The Army Distance Learning Program - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address [https://www.aimsrdl.atsc.army.mil/secured/accp\\_top.htm](https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm) Go



Administered By The Army Institute For Professional Development - Fort Eustis, VA.

[HOME](#) [CATALOG](#) [NEWS](#) [PHONES](#) [LOGOFF](#)

[ENROLL](#) **Enroll on-line for self development courses and individual modules/subcourses.**

[UPDATE](#) **Update student information (i.e. name, address, email, etc.).**

[PASSWORD](#) **Change your USER-ID and PASSWORD.**

[EXAMS](#) **Take on-line examinations and receive instant feedback.**

[ACTIVE](#) **Review active enrollments (i.e. enrollments that you have not yet completed)**

[HISTORY](#) **Review history records for students not actively enrolled.**

[COURSE](#) **View a listing of current self development courses available.**

[SUB COURSE](#) **View a listing of current self development modules/subcourses available.**

Review active enrollments (i.e. enrollments that you have not yet completed)

Internet

**Alternate Exam Site**

The Army Distance Learning Program - Microsoft Internet Explorer

Scroll down to the AG1088 Exam

Address [https://www.aimsrdl.atasc.army.mil/secured/accp\\_top.htm](https://www.aimsrdl.atasc.army.mil/secured/accp_top.htm) Go Links »

**AIPD Course Number:** 805CA1304      **ATRRS Course Number:** 7-12-C23-RC (DL)  
**Training School Code:** 805C      **FY:** 2004      **Class Number:** 001  
**Course Title:** ADJUTANT GENERAL CAPTAINS CAREER - RC  
**Enrollment Date:** 14NOV2003      **Enrollment Year Ending:** 23SEP2004  
**Credit Hours Earned:**  
**Cumulative:** 0 **Year To Date:** 0

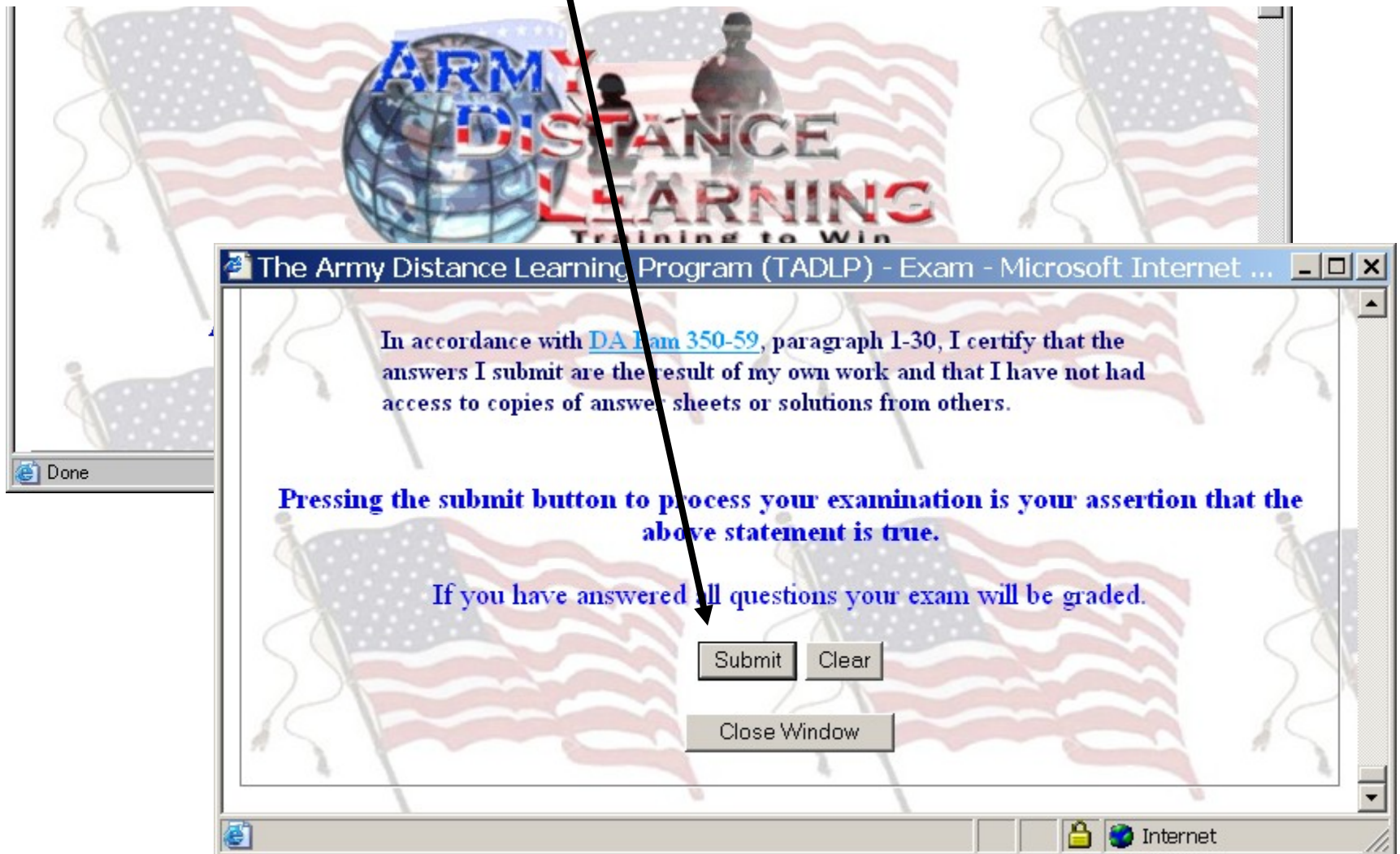
Seq Num	Module/Subcourse	Ed	Material Delivery	Phase	Issued	Exam	Exam Delivery	Grade	Graded	Credit Hours	Status
1	AG1090	A	On-Line	1	14NOV2003	No Exam				0	Issued
AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY											
2	AG1088	A	No Material	1	14NOV2003	AG1088 Exam	On-Line			0	Issued
AG CAPTAINS CAREER COURSE COMMON CORE											

Done Internet

Alternate Exam Site

### Taking the EXAM

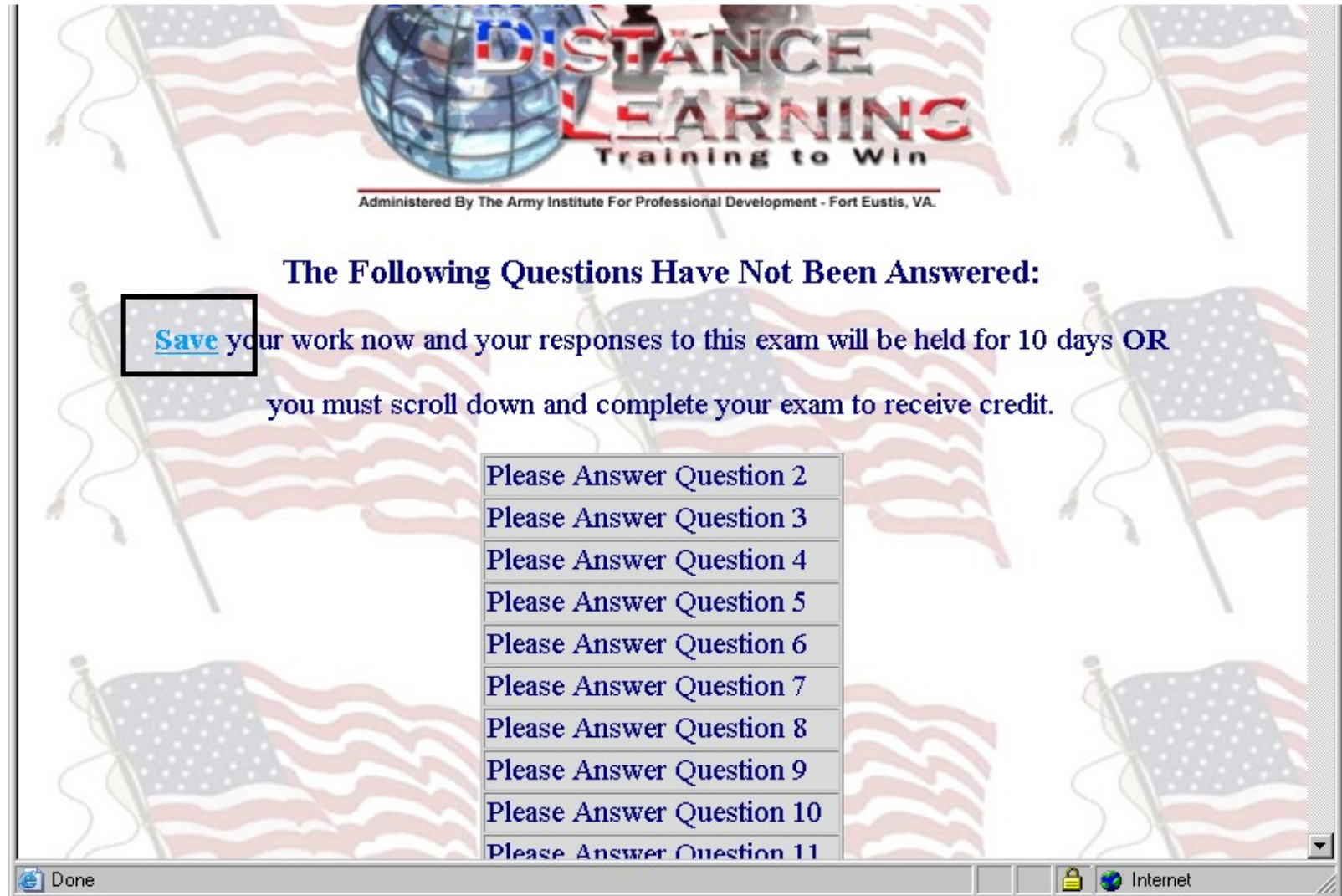
After every 5-10 questions you answer, click the SAVE/SUBMIT button (all the way at the bottom of the page) to save your work in the ATSCs database. It will remain in the database for 10 days. If you lose connectivity you will still have your responses. You cannot submit the exam for grading until you answer **all** questions.





## Taking the EXAM

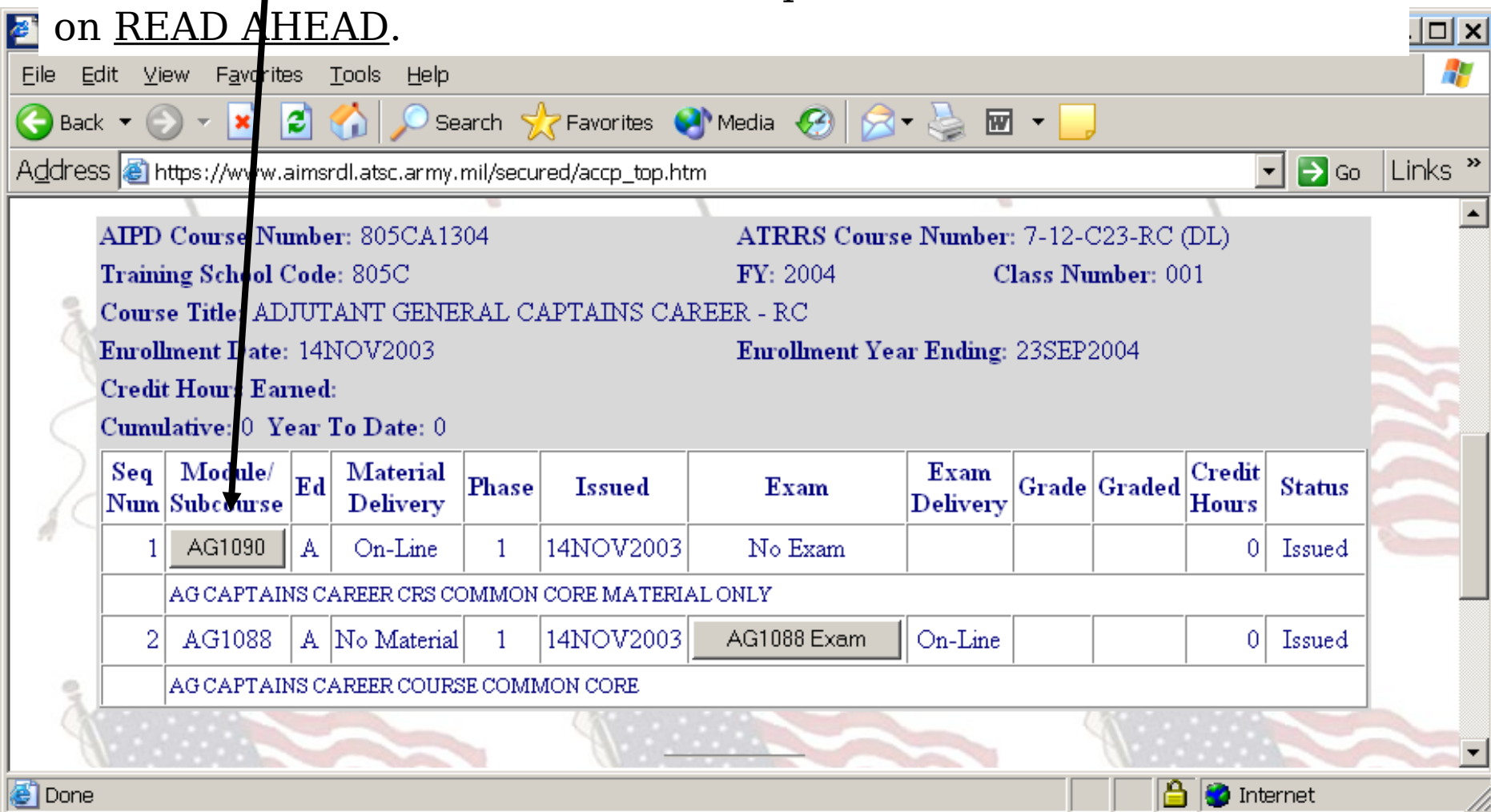
If you save your work and don't answer all questions. Your screen will look like this. This is OK. It shows you still have some questions to answer.



## Downloading the Read Ahead Material

After you take the exam, open the Army Distance Learning website shown on the last few pages

([https://www.aimsrdl.atsc.army.mil/secured/accp\\_top.htm](https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm)) click on the AG1090 button. Scroll down to the Special Instructions and click on READ AHEAD.



The screenshot shows a web browser window with the address bar displaying [https://www.aimsrdl.atsc.army.mil/secured/accp\\_top.htm](https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm). The page content includes course information and a table of course modules.

**AIPD Course Number:** 805CA1304  
**Training School Code:** 805C  
**Course Title:** ADJUTANT GENERAL CAPTAINS CAREER - RC  
**Enrollment Date:** 14NOV2003  
**Credit Hours Earned:**  
**Cumulative:** 0 **Year To Date:** 0

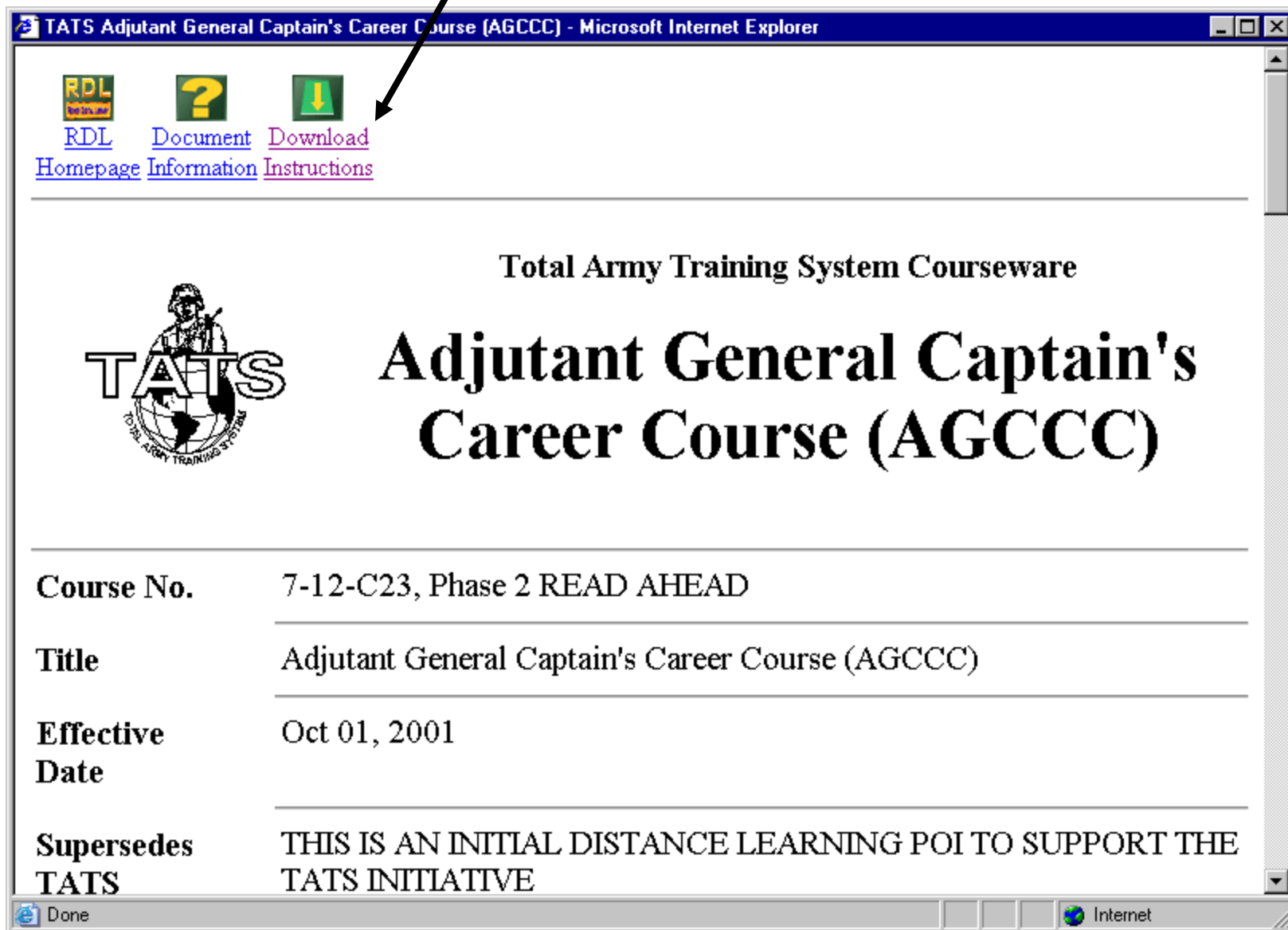
**ATRRS Course Number:** 7-12-C23-RC (DL)  
**FY:** 2004  
**Class Number:** 001  
**Enrollment Year Ending:** 23SEP2004

Seq Num	Module/Subcourse	Ed	Material Delivery	Phase	Issued	Exam	Exam Delivery	Grade	Graded	Credit Hours	Status
1	AG1090	A	On-Line	1	14NOV2003	No Exam				0	Issued
AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY											
2	AG1088	A	No Material	1	14NOV2003	AG1088 Exam	On-Line			0	Issued
AG CAPTAINS CAREER COURSE COMMON CORE											

The browser's status bar at the bottom shows "Done" and "Internet".

## Downloading the Read Ahead Material


Follow the Download Instructions



TATS Adjutant General Captain's Career Course (AGCCC) - Microsoft Internet Explorer

[RDL](#) [Document](#) [Download](#)  
[Homepage](#) [Information](#) [Instructions](#)

Total Army Training System Courseware

 **Adjutant General Captain's Career Course (AGCCC)**

---

<b>Course No.</b>	7-12-C23, Phase 2 READ AHEAD
<b>Title</b>	Adjutant General Captain's Career Course (AGCCC)
<b>Effective Date</b>	Oct 01, 2001
<b>Supersedes TATS</b>	THIS IS AN INITIAL DISTANCE LEARNING POI TO SUPPORT THE TATS INITIATIVE

Done Internet

RDL 7-12-C23 PHASE 2 READ AHEAD Download Information - Microsoft Internet Explorer

# 7-12-C23 PHASE 2 READ AHEAD Download Information

The RDL supports several different file download formats. If you are uncertain how to download a file or what viewer is needed, consult the [Download Instructions](#).

7-12-C23 PHASE 2 READ AHEAD is available for downloading in the following formats:

## Self-extracting ZIP (EXE) Files

- [AGCCC Phase 2 Read Ahead \(Part 1 of 4\) \(2,064 KB\)](#)
- [AGCCC Phase 2 Read Ahead \(Part 2 of 4\) \(2,009 KB\)](#)
- [AGCCC Phase 2 Read Ahead \(Part 3 of 4\) \(2,038 KB\)](#)
- [AGCCC Phase 2 Read Ahead \(Part 4 of 4\) \(2,410 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 1 of 10\) \(2,060 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 2 of 10\) \(2,018 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 3 of 10\) \(2,410 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 4 of 10\) \(2,053 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 5 of 10\) \(2,076 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 6 of 10\) \(2,042 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 7 of 10\) \(2,059 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 8 of 10\) \(2,116 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 9 of 10\) \(2,037 KB\)](#)
- [TATS 7-12-C23 \(DL\) Phase 2 \(Part 10 of 10\) \(449 KB\)](#)

Done Internet

# Accessing the Study Materials, Exam, and Read Aheads

There are currently several ways to access the materials. If one does not work, try another

<https://www.us.army.mil> Your AKO account

- Use your AKO USERID and password

<http://www.train.army.mil> The Army Training Support Center (ATSC)

- Use your AKO USERID and password

<https://www.aimsrdl.atsc.army.mil/cgi-win/AccpLogon.exe>  
The Army Distance Learning Program (ADLP)

- Use your ADLP USERID and password



# Closing Comments

- You may experience problems with downloading and taking the exam due to system or internet problems. Take a deep breath, get another soda, and try again.
- Because of connectivity problems, recommend you print a paper copy of your exam answers until you get your grade.
- If you are having access or password problems contact the help desk at (757) 878-2169 /3335 or DSN 826-2169/3335. [sectionb@atsc.army.mil](mailto:sectionb@atsc.army.mil)
  - Make a note or screen print of exactly what is on the screen
- If you have not enrolled, contact your unit ATRRS manager (non-unit personnel contact your PMO).